

**QUAIL RUN II CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS' MEETING**  
**Approved Minutes # 58 - Monday, October 28, 2024**

**PRESENT:** Debra Beals, Darlene Corey, Carol Gersmehl, Judy Loudin, Kimberly Nower. Scott Vandeboss from Parkview Hills Management (PVHM) Company was absent.

**CALL TO ORDER:** The meeting was called to order at 5:55 p.m. by Debra Beals, President.

The Board went into a closed session to talk with guests at 6:03 p.m. and resumed the regular meeting at 7:13 p.m.

**REVIEW OF DRAFT MEETING MINUTES SEPTEMBER 30, 2024:**

The Board reviewed the draft minutes and noted no corrections.

*A motion was made by Darlene Corey and seconded by Kimberly Nower to approve the minutes for September 30, 2024. The motion passed.*

**PRESIDENT'S REPORT**

Hello Co-owners! By the time you are reading these approved minutes from October 28<sup>th</sup>, the 2024 annual association meeting has taken place. Important documents, budget items and pictures of repairs were explained and made available to the participants. This information is critical to you for the understanding of the current and future objectives of the Board. If you would like a copy of these items, please email or call PVHM.

On another important note, the Board has elected not to renew the association's contract with Parkview Hills Management Company, which ends 12-31-24. You will hear more about this in November and December. The Board researched and met with two other condo management association companies that would more appropriately fit our association's needs as a small condo community. An announcement was made at the annual meeting to partner with Berkshire Hathaway Property Management Company. They manage many small condo associations with notable success. Thank you and please look for more details and information from Berkshire Hathaway.

**FINANCIAL REPORTS:**

**Treasurer's Report - Water Usage**

The City of Kalamazoo has started a new coding term for some of the meter readings without including the term's meaning. Due to this and many marked as estimates, the amount of excess water usage cannot be determined from this month's packet (#59). It will be reevaluated when the next invoice comes in with actual readings and the code's definition is known.

**Treasurer's Report - Financials:** Report as of September 30, 2024, from the Board financial packet provided by PVHM and from Bank statements:

<b>Checking Account Ending Balance:</b>	\$76,080.30	As of 9/30/2024 (Amount includes several full and partial payment deposits for the additional assessment dues that will be invoiced out during Oct, Nov and Dec.)
<b>Reserve Fund (RF) Account Ending Balance:</b>	\$30,103.68	As of 9/30/2024 August's ending balance \$40,033.01, + 8,749.22 RF + .35 int – (minus) two transfers to checking for capital repairs totaling \$18,678.90
<b>HOA Dues Income = Operating Income + Reserve Fund Income:</b>	\$24,141.24	\$15,341.67 operating dues + 50.00 fine) + \$8,749.57 (8,749.22 reserve fund dues + .35 interest)

<b>Total Operating Expenses:</b>	\$10,710.33	Administrative expenses: \$2,677.27 Building maintenance: \$1,012.09 Insurance: \$3,000.50 Common area expenses: \$4,020.47 Grounds & snow removal: \$0
<b>Transfer \$ from Checking into Reserve Fund:</b>	\$8,749.22	
<b>Total Capital Expenses</b>	\$25,242.90	Roof Foundational Concrete Repair

#### **Treasurer's report about Capital Repair Expenses (e.g. large repair projects)**

Capital Repair Expenses have totaled \$141,619 as of October 28, 2024. The planned 2024 Reserve Fund budgeted \$105,000.00 for Capital repair expenses. The result is that Capital costs are \$36,619 over budget. Most of the overage was covered by the 2024 Additional Assessment that totaled \$35,000.

The Board reviewed a list of 2024 Capital Repair Expenses, and the list will be available for co-owners at the annual meeting. Invoicing and payments for the most recently repaired items are still coming in, but estimated bids for the late items are included in the Capital Repair Expense List.

**The Board discussed the Co-Owner Delinquency list:** The Board reviewed past due accounts and asked PVHM to send warning letters to co-owners whose payments are late. PVHM is in the process of taking late accounts to court.

*After discussion, a motion was made by Kimberly Nower and seconded by Judy Loudin to accept the September 30, 2024, financial reports. The motion passed.*

## **OLD BUSINESS:**

**2025 Budget Discussion:** The Treasurer presented a draft of the 2025 Operating Budget and pointed out anticipated increases in annual expenses (e.g., water, trash/recycling). Both the Treasurer and President are gathering information from insurers about costs for updating the anticipated expense for the Association's insurance coverage for buildings and grounds. The Board also reviewed a Capital Repair Plan that schedules repairs across six years and discussed how to fund repairs using a combination of Reserve Budget and Additional Assessment.

#### **Hirzel Law Communications:**

- The Board reviewed a response letter regarding 2386 WM and responsibility for repairs.
- Email discussions continued about the Hirzel attorney's letter to clarify questions before finalizing a reply to the attorney regarding 2386 WM.

**Board Tasks:** The following initiatives are an on-going focus by the Board for the Association in 2024/2025.

#### 1. Completed:

- a. The Association's Master Priority Repair List and the roofing/siding timeline were revised and posted in the Portal.
- b. The Board approved six updated documents for co-owners. These updated documents will be posted in the Portal and available at the Annual Meeting.

*After discussion, the motion was made by Darlene Corey and seconded by Debra Beals to approve the October 28, 2024 updates of the following documents, and the motion passed:*

- i. Welcome Kit and Information Forms for New Co-Owners
- ii. Rules and Regulations
- iii. Maintenance Responsibility List
- iv. Map of 4 Streets-Buildings
- v. Pet Registration Form (voluntary)
- vi. Rental or Absentee Owner Property Semi-Annual Report

2. In-progress or holding for 2025:

- a. Review the Financial Capital Improvement Plan for the next round of five-year planning as we enter 2025. The Board will continue to have a running five-year plan into the future to ensure the integrity of buildings and grounds for the QRIL Association
- b. Review the drafts from Hirzel Law for the Bylaws, Articles of Incorporation, and Master Deed project to be completed in 2025 for a co-owner vote.
- c. The Board reviewed the 2023 survey results regarding a reallocation of co-owners' dues to create one common pricing schedule. There were 37 responses with 24 (64.86%) voting yes to change the system to reflect one common dues fee for all units across the association, understanding this will require a future association vote, attorney fees and State fee to update the By-Laws. There were 13 (35.14%) who voted no.

**Current Maintenance Projects: Being reviewed by Board or On To-Do lists**

**All Streets:** Quotes came in for the autumn gutter clean out which is typically scheduled once all leaves across the entire association have dropped. The Board reviewed the bids and decided to continue using United for this fall's cleaning.

**Fairgrove**

- 2402 & 2404 FG – Brick mortar repairs are to be done.
- 2404 FG – Most of the new front railing's wood needs to be painted while weather allows in November. All Seasons began this painting and should complete it as specified in its bid.

**Mansfield (MF)** No update this month

**Strathmore (SM)**

- 2406 SM – Did PVHM complete drywall repairs near the fireplace?

**Wildemere (WM)**

- 2386 WM – Contractor recommendations came in to help eliminate water from entering the basement on the back wall of the unit.  
*Kimberly Nower made a motion to accept the bid from Lyster Exteriors to address the leakage issue at the back of 2386 WM in the amount of \$2,483.00, and Judy Loudin seconded. The motion passed. PVHM is to contact Lyster to schedule the repair.*
- 2386 & 2400 WM – Brick mortar repairs are to be done.
- 2399 & 2391 – Evaluations of basement leaks are still ongoing.

**Completed Maintenance Projects:**

**Multiple roads:** No update this month

**Fairgrove (FG)**

- 2373 – Lawn service repaired the broken plumbing clean out in front lawn.
- 2372/2375/2378 – Deck repairs were completed.

**Mansfield (MF)**

- 2387 – Co-owner replaced egress window at own expense. An architectural request was made and approved.
- 2368 – PVHM trimmed branches on both sides of the driveway and cleaned up.

**Strathmore (SM)**

- 2365 – PVHM went back out to complete repair under the front door and fixed a gutter issue.

**Wildemere (WM)**

- 2398 & 2400 – Tall deck posts were replaced where posts had rotted: 2 on west side of 2400 and 1 on south side by steps of 2398.
- 2384 – Garage foundation and cement work were completed.

## **Co-owners' Correspondence Report** (since the last meeting)

### **Fairgrove (FG)**

- 2373 Co-owner called to say the lawn company broke drainage cover in front of unit.

### **Mansfield (MF)**

- 2368 – Co-owner asked PVHM to check for holes in the exterior because raccoons were seen climbing up the wall. A second call reported hearing raccoons in attic. PVHM is to investigate this.

### **Strathmore (SM)**

- 2365 – Co-owner called PVHM regarding repair below front door and gutter repair not completed.
- 2406 – Co-owner requested repairs on deck. Repairs were added to the Master Priority Repair List.

### **Wildemere (WM)** No update this month

## **COMMUNITY FRIENDLY REMINDERS:**

Important: Do not use Rock Salt near or around on any cement surfaces. This causes damage to the cement.

## **NEW BUSINESS:**

Standing Liaison Reports: The President and the Treasure provided Communication Reports.

Annual Meeting Preparation: The Board finalized and approved documents to be shared at the 2024 annual meeting.

### Management Contract:

- The QRII three-year management contract with PVHM ends on December 31, 2024. The Board took this opportunity to assess and discuss the continuation of another three-year management contract with PVHM. After much discussion, the Board decided to meet with other management companies who could help the Association better meet repair needs in aging structures and grounds ("general common elements") in our QRII Association.
- Board President, Deb Beals, set up preliminary meetings with Gardner Management Company and Berkshire Hathaway Property Management Company. Three Board representatives met with both companies, asked many questions, and reviewed their documentation and pricing.
- At a Board work session on October 24<sup>th</sup>, the Board conducted a straw vote to select Berkshire Hathaway (B & H) property managers as the new QRII Association management company. A transition meeting was held between QRII Board and B & H property managers on October 28<sup>th</sup>. The new contract will begin January 1, 2025. More information and details about the changeover will be coming.
- PVHM Owner, Scott Vandenboss, will attend the annual meeting on November 7<sup>th</sup> and present the financials.

## **NEXT BOARD MEETING and ADJOURNMENT:**

The Board of Directors will meet next on Monday, November 18, 2024, 6:00 p.m.

*The motion to adjourn was made by Debra Beals and seconded by Darlene Corey.*

*The motion was passed by the Board.*

The meeting was adjourned at 8:03 p.m.

Respectfully submitted,  
Carol Gersmehl